UNITED
NATIONS

ST

Secretariat

ST/IC/1995/32
26 May 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MODIFICATIONS TO THE PERFORMANCE APPRAISAL SYSTEM*

1. In response to advice offered by Heads of Departments and Offices at both Headquarters and overseas duty stations and feedback from individual staff who have participated in the performance appraisal system training, and in recognition of concerns expressed by staff in various meetings as well as through their staff representatives, the following modifications are being introduced to both the training for and the implementation of the performance appraisal system.

2. These modifications have been approved by the Under-Secretary-General for Administration and Management, on behalf of the Secretary-General, and will be reflected in an administrative instruction to be issued after consultation at the forthcoming session of the Staff-Management Coordination Committee, to be held in Amman from 5 to 9 June 1995.

3. The changes described in the present information circular do not affect the substance of the performance appraisal system approach, but rather aim to simplify it, reduce the length of the reporting form and reflect other suggestions made, in particular by staff who have undergone training (to date, some 2,000 staff members world wide). The modifications will be communicated to staff, including those who have completed training already, and will not require any additional training. The new form will be finalized and issued as soon as possible, as will detailed guidelines revised to reflect the changes announced in the present circular.

---

* Personnel Manual index No. 12015.

95-15769 (E) 310595 010695

/...

Phase-in implementation period

4. The performance appraisal system implementation date is modified as follows. The effective start-up date for performance appraisal system implementation world wide will be changed from 1 April 1995 to 1 July 1995. However, those departments/offices that are already committed and ready to begin implementation as of 1 June 1995 may proceed as planned.

5. Headquarters departments/overseas offices will determine the performance year that suits their work programme best, limited to two options:

(a) The calendar year (January-December), to coincide with the programme budgets and medium-term plan cycles;

(b) An April to March performance year, intended to take pressure off the year-end and closing of the General Assembly period.

6. For managerial and supervisory staff from the under-secretary-general to the G-7 level who have received training, the period from 1 July 1995 (or 1 June as appropriate) to the beginning of the next performance year as established by each department/office (January 1996 or April 1996) will be considered a transition period. The emphasis during this period will be on ensuring that work units of all sizes and individuals proceed with establishing goals and work plans and on initiating the performance-based feedback and other communications needed for the performance appraisal system. During this transition period, the following will apply:

(a) For departments/offices selecting the calendar year, in early October 1995, supervisors should conduct a brief mid-point review to confirm the work plan and to discuss performance to date as measured against it. At the end of December 1995, supervisors should conduct a performance appraisal dialogue covering the preceding six months' work plan. A performance rating, based on the level of satisfying this work plan including performance dimensions as agreed upon, should be established during this appraisal session;

(b) For departments/offices selecting an April to March performance year, the mid-point review should be completed during November, the appraisal should be discussed and the rating established by the end of March 1996 as described in subparagraph (a) above;

(c) For this transition period, the resulting appraisal ratings will not be recorded in the official status files of individual staff members concerned, but rather will serve to guide work planning for the future and to provide an indication of the level of performance achieved during the initial period;

(d) The current performance evaluation report will continue to function for all staff until the beginning of the formal (as opposed to transitional) performance year selected by the department/office.

Training and implementation dates for non-supervisory staff members

7. The following applies to all staff within the categories described below:

(a) Non-supervisory staff at overseas offices will receive one day of performance appraisal system training beginning in October 1995;

(b) Non-supervisory staff at Headquarters, in view of the pressure of work during the General Assembly period will receive one day of performance appraisal system training beginning in January 1996.

Modifications to the reporting form and process

8. The following modifications are being made:

(a) The reporting form will be significantly shortened and simplified, making it possible to consolidate in one place the listing of goals and performance dimensions of a staff member's individual work plan;

(b) One consolidated mid-year review will be recorded, covering performance included in the work programme;

(c) The year-end review will be recorded in one space and will cover all goals and performance dimensions included in the work programme;

(d) Instructions will be simplified and consolidated on a separate page attached to the form itself;

(e) Space will be made for a second reporting officer to evaluate the performance and the appraisal rating at the time of the year-end review;

(f) While supervisors will be required to review together with each staff member performance against each of the work plan goals, they will not be required to indicate individual ratings for each one on the form. Instead, the performance rating will reflect performance in terms of the total work plan.

9. On request, additional consulting services in goal-setting and work-planning will be given to departments/offices at the level of work units before 1 July 1995. Furthermore, the Office of Human Resources Management will begin a "people management training" programme during the second half of 1995 for staff world wide at the D-1 and D-2 levels. This training will seek to develop management skills in such areas as communications, including listening, and direction as well as in other managerial competencies relative to the management needs of the Organization, including implementation of the performance appraisal system.

10. In the coming weeks, the Office of Human Resources Management will issue a booklet further explaining the performance appraisal system. The booklet will seek to give all staff, especially those non-supervisory staff members who have not as yet received training, a better sense of what performance management in general, and the United Nations performance appraisal system, in particular, is all about.

11. These modifications are intended to assist all managers/supervisors and non-supervisory staff members in introducing a better system with a more gradual introductory/transition period, including added time for goal-setting and work-planning. In so doing, it aims to make the performance appraisal system a useful performance management tool, both for the output of the Organization as a whole and for each individual staff member.

UNITED NATIONS

ST

Secretariat

ST/IC/1995/33
30 May 1995

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, LANGUAGE TEACHER AND PUBLIC INFORMATION ASSISTANT CATEGORIES AT HEADQUARTERS*

1. In accordance with article 12 of its statute, the International Civil Service Commission (ICSC) undertook a comprehensive survey of the best-prevailing conditions of employment in New York for the purpose of making recommendations to the Secretary-General on salary scales of staff in the General Service and related categories at Headquarters. The representatives of the administration and the staff actively participated in all aspects of the survey, including, inter alia, the selection of employers and jobs to be surveyed and subsequent collection and analysis of data. The Commission completed its work at its May 1995 session and has made its recommendations.

2. I am pleased to announce jointly with the President of the United Nations Staff Committee that, after considering the recommendations of the Commission, as contained in the report of the May 1995 session, the Secretary-General has decided to promulgate the revised salary scales for staff in the General Service, Language Teacher and Public Information Assistant categories at Headquarters proposed by ICSC. The Secretary-General has further decided that these scales should be implemented with effect from 1 January 1995, since salary data collected by the Commission relate to that month. The revised salary scales are set out in annexes I and II to the present circular.

---

* Personnel Manual index No. 3123.

3. The Commission concluded that the results of the survey for the General Service category warranted a 3.61 per cent increase over current (1 September 1993) net salaries. The Secretary-General has approved a salary scale effective 1 September 1994 to reflect the 2.45 per cent cost-of-living adjustment which was warranted last fall. The remaining amount has been incorporated into a revised salary scale approved for the General Service category with effect from 1 January 1995.

4. The analysis of the data collected for the Language Teachers resulted in an overall increase of 2.6 per cent over current (1 September 1993) net salaries. Thus, in accordance with procedures established for the General Service category, a salary scale has been approved with effect from 1 September 1994 to reflect the payment of the 2.45 per cent cost-of-living adjustment which was warranted last fall. The remaining amount has been incorporated into a revised salary scale approved for the Language Teachers with effect from 1 January 1995. The Commission also approved, with effect from 1 January 1995, the addition of one regular step to the salary scale for this category of staff.

5. The survey conducted for the Public Information Assistants was unable to identify comparators with which to make viable comparisons in the New York labour market. Consequently, in view of continuing difficulties encountered in surveying Public Information Assistants, the Commission has recommended that the salary scale for this group of staff be reviewed in the light, inter alia, of the decisions taken on the salary survey for the New York General Service category. On that basis, the Secretary-General has also approved a new salary scale with effect from 1 September 1994 to reflect the payment of the 2.45 per cent cost-of-living adjustment which was warranted last fall. A revised salary scale has also been approved with effect from 1 January 1995 to reflect the remaining amount.

6. The survey for the Trades and Crafts category has faced difficulties in obtaining sufficient employer participation. In an effort to obtain further data, consideration of this survey will take place at the July 1995 session of the Commission.

7. The survey exercise for the Security Service category is near completion. Data is being awaited from certain comparator employers. The analysis will be updated as soon as the data is received, and it will be presented at the July 1995 session of ICSC.

8. Consideration of the dependency allowances for staff in the General Service and related categories has also been postponed to the July 1995 session of the Commission; these allowances are directly related to the approval of the scales for all categories of locally recruited staff.

9. The procedures for effecting interim adjustments of the salary scales will continue to call for an adjustment in the net salaries by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent over the level reached at the time of the previous revision, or every 12 months, whichever comes first.

10. The implementation of the revised salary scales in the preceding paragraphs will be reflected in payroll at the end of June. Those former staff members who left the service of the United Nations between 1 September 1994 and 30 May 1995 will be eligible to receive the retroactive increases that have resulted from the implementation of the revised salaries upon presentation of a written claim to their former executive offices. Such claims must be made within one year of the date of issuance of the present circular.

ANNEX I

Salary scales for staff in the General Service, Public Information Assistant and Language Teacher categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(In United States dollars)

Effective 1 January 1995

Level		STEPS										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
7	(Gross)	47 660	49 552	51 444	53 336	55 236	57 141	59 046	60 950	62 861	64 779	66 697*
	(Gross pension)	46 871	48 727	50 593	52 460	54 326	56 192	58 063	59 942	61 821	63 700	65 579*
	(Total net)	36 262	37 643	39 024	40 405	41 786	43 167	44 548	45 929	47 310	48 691	50 072*
	(Net pension)	36 262	37 643	39 024	40 405	41 786	43 167	44 548	45 929	47 310	48 691	50 072*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	42 980	44 675	46 373	48 079	49 786	51 493	53 200	54 913	56 632	58 350	60 069*
	(Gross pension)	42 264	43 936	45 609	47 281	48 958	50 642	52 326	54 010	55 693	57 377	59 073*
	(Total net)	32 830	34 076	35 322	36 568	37 814	39 060	40 306	41 552	42 798	44 044	45 290*
	(Net pension)	32 830	34 076	35 322	36 568	37 814	39 060	40 306	41 552	42 798	44 044	45 290*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	38 717	40 253	41 789	43 325	44 861	46 400	47 947	49 493	51 040	52 586	54 134*
	(Gross pension)	38 066	39 574	41 089	42 605	44 120	45 636	47 151	48 669	50 195	51 720	53 246*
	(Total net)	29 697	30 826	31 955	33 084	34 213	35 342	36 471	37 600	38 729	39 858	40 987*
	(Net pension)	29 697	30 826	31 955	33 084	34 213	35 342	36 471	37 600	38 729	39 858	40 987*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	34 911	36 289	37 668	39 053	40 441	41 829	43 216	44 604	45 992	47 389	48 786*
	(Gross pension)	34 316	35 676	37 036	38 396	39 759	41 128	42 497	43 867	45 236	46 605	47 974*
	(Total net)	26 884	27 904	28 924	29 944	30 964	31 984	33 004	34 024	35 044	36 064	37 084*
	(Net pension)	26 884	27 904	28 924	29 944	30 964	31 984	33 004	34 024	35 044	36 064	37 084*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	31 451	32 700	33 953	35 205	36 458	37 711	38 970	40 231	41 493	42 754	44 015*
	(Gross pension)	30 898	32 134	33 370	34 606	35 842	37 078	38 314	39 553	40 797	42 041	43 285*
	(Total net)	24 321	25 248	26 175	27 102	28 029	28 956	29 883	30 810	31 737	32 664	33 591*
	(Net pension)	24 321	25 248	26 175	27 102	28 029	28 956	29 883	30 810	31 737	32 664	33 591*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	28 357	29 481	30 604	31 728	32 857	33 988	35 119	36 250	37 381	38 516*	
	(Gross pension)	27 856	28 958	30 059	31 173	32 289	33 405	34 521	35 637	36 753	37 869*	
	(Total net)	22 016	22 853	23 690	24 527	25 364	26 201	27 038	27 875	28 712	29 549*	
	(Net pension)	22 016	22 853	23 690	24 527	25 364	26 201	27 038	27 875	28 712	29 549*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	25 553	26 566	27 583	28 599	29 615	30 631	31 647	32 668	33 691*		
	(Gross pension)	25 105	26 101	27 097	28 093	29 089	30 085	31 093	32 102	33 112*		
	(Total net)	19 925	20 682	21 439	22 196	22 953	23 710	24 467	25 224	25 981*		
	(Net pension)	19 925	20 682	21 439	22 196	22 953	23 710	24 467	25 224	25 981*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the new format of salary scales, see ST/IC/1994/15 and 17.

/...

B. Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(In United States dollars)

Effective 1 January 1995

Level		STEPS I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant a/	(Gross)	42 065	44 128	46 192	48 268	50 345
	(Gross pension)	41 362	43 397	45 432	47 467	49 510
	(Total net)	32 158	33 674	35 190	36 706	38 222
	(Net pension)	32 158	33 674	35 190	36 706	38 222
	(NPC)	0	0	0	0	0
Public Information Assistant II	(Gross)	37 088	38 671	40 260	41 849	43 438
	(Gross pension)	36 464	38 021	39 581	41 148	42 716
	(Total net)	28 495	29 663	30 831	31 999	33 167
	(Net pension)	28 495	29 663	30 831	31 999	33 167
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	34 066	35 509			
	(Gross pension)	33 482	34 906			
	(Total net)	26 259	27 327			
	(Net pension)	26 259	27 327			
	(NPC)	0	0			

a/ Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory requirements are completed as follows:

Public Information Assistant II 12 months
Public Information Assistant I 6 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Language allowance: not entitled.

For an explanation of the new format of salary scales, see ST/IC/1994/15 and 17.

/...

C. Salary scale for staff in the Language Teacher category at Headquarters

(In United States dollars)

Effective 1 January 1995

Level		STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	(Gross)	49 086	50 742	52 399	54 055	55 723	57 390	59 058	60 726	62 396	64 075	65 754	67 433
	(Gross pension)	48 268	49 901	51 535	53 169	54 803	56 437	58 075	59 720	61 365	63 010	64 655	66 300
	(Total net)	37 303	38 512	39 721	40 930	42 139	43 348	44 557	45 766	46 975	48 184	49 393	50 602
	(Net pension)	37 303	38 512	39 721	40 930	42 139	43 348	44 557	45 766	46 975	48 184	49 393	50 602
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Note: The approved scale includes the addition of one regular step. Thus, the scale reflects regular steps from I to XI and a long-service step.

Staff should be incorporated into the new scale at a step immediately above their current step, i.e., on the basis of the closest step but in no case lower than their current step in the salary scale of 1 September 1993.

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Language allowance: not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the new format of salary sales, see ST/IC/1994/15 and 17.

/....

ANNEX II

Salary scales for staff in the General Service, Public Information Assistant and Language Teacher categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(In United States dollars)

Effective 1 September 1994

Level		STEPS										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
7	(Gross)	47 103	48 973	50 842	52 712	54 586	56 469	58 352	60 234	62 118	64 014	65 910*
	(Gross pension)	46 324	48 157	50 000	51 845	53 689	55 534	57 379	59 236	61 093	62 950	64 807*
	(Total net)	35 855	37 220	38 585	39 950	41 315	42 680	44 045	45 410	46 775	48 140	49 505*
	(Net pension)	35 855	37 220	38 585	39 950	41 315	42 680	44 045	45 410	46 775	48 140	49 505*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	42 483	44 159	45 835	47 522	49 210	50 897	52 585	54 274	55 974	57 673	59 372*
	(Gross pension)	41 774	43 428	45 081	46 735	48 389	50 054	51 719	53 384	55 049	56 714	58 385*
	(Total net)	32 465	33 697	34 929	36 161	37 393	38 625	39 857	41 089	42 321	43 553	44 785*
	(Net pension)	32 465	33 697	34 929	36 161	37 393	38 625	39 857	41 089	42 321	43 553	44 785*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	38 263	39 782	41 302	42 822	44 341	45 861	47 390	48 921	50 451	51 981	53 511*
	(Gross pension)	37 621	39 110	40 609	42 108	43 608	45 107	46 606	48 106	49 614	51 123	52 633*
	(Total net)	29 363	30 480	31 597	32 714	33 831	34 948	36 065	37 182	38 299	39 416	40 533*
	(Net pension)	29 363	30 480	31 597	32 714	33 831	34 948	36 065	37 182	38 299	39 416	40 533*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	34 504	35 868	37 231	38 599	39 971	41 344	42 717	44 090	45 463	46 841	48 223*
	(Gross pension)	33 914	35 260	36 605	37 950	39 296	40 650	42 005	43 359	44 714	46 068	47 422*
	(Total net)	26 583	27 592	28 601	29 610	30 619	31 628	32 637	33 646	34 655	35 664	36 673*
	(Net pension)	26 583	27 592	28 601	29 610	30 619	31 628	32 637	33 646	34 655	35 664	36 673*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	31 086	32 318	33 555	34 793	36 031	37 269	38 510	39 756	41 003	42 249	43 495*
	(Gross pension)	30 536	31 757	32 978	34 200	35 421	36 642	37 864	39 085	40 314	41 543	42 773*
	(Total net)	24 049	24 965	25 881	26 797	27 713	28 629	29 545	30 461	31 377	32 293	33 209*
	(Net pension)	24 049	24 965	25 881	26 797	27 713	28 629	29 545	30 461	31 377	32 293	33 209*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	28 026	29 137	30 248	31 360	32 474	33 593	34 712	35 831	36 950	38 069*	
	(Gross pension)	27 531	28 621	29 710	30 808	31 912	33 016	34 120	35 224	36 328	37 432*	
	(Total net)	21 769	22 597	23 425	24 253	25 081	25 909	26 737	27 565	28 393	29 221*	
	(Net pension)	21 769	22 597	23 425	24 253	25 081	25 909	26 737	27 565	28 393	29 221*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	25 256	26 255	27 259	28 263	29 267	30 271	31 275	32 281	33 292*		
	(Gross pension)	24 811	25 796	26 780	27 764	28 748	29 733	30 724	31 721	32 718*		
	(Total net)	19 702	20 450	21 198	21 946	22 694	23 442	24 190	24 938	25 686*		
	(Net pension)	19 702	20 450	21 198	21 946	22 694	23 442	24 190	24 938	25 686*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

B. Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(In United States dollars)

Effective 1 September 1994

Level		STEPS I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant a/	(Gross)	41 576	43 615	45 654	47 705	49 759
	(Gross pension)	40 879	42 891	44 903	46 915	48 931
	(Total net)	31 798	33 297	34 796	36 295	37 794
	(Net pension)	31 798	33 297	34 796	36 295	37 794
	(NPC)	0	0	0	0	0
Public Information Assistant II	(Gross)	36 657	38 219	39 790	41 362	42 933
	(Gross pension)	36 038	37 578	39 118	40 668	42 218
	(Total net)	28 176	29 331	30 486	31 641	32 796
	(Net pension)	28 176	29 331	30 486	31 641	32 796
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	33 669	35 096			
	(Gross pension)	33 090	34 498			
	(Total net)	25 965	27 021			
	(Net pension)	25 965	27 021			
	(NPC)	0	0			

a/ Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public Information Assistant II 12 months
Public Information Assistant I 6 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Language allowance: not entitled.

/...

C. Salary scale for staff in the Language Teacher category at Headquarters

(In United States dollars)

Effective 1 September 1994

Level		STEPS										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
LT	(Gross)	49 014	50 851	52 688	54 528	56 378	58 228	60 077	61 927	63 789	65 651	67 514
	(Gross pension)	48 197	50 008	51 820	53 633	55 445	57 257	59 081	60 905	62 730	64 554	66 379
	(Total net)	37 250	38 591	39 932	41 273	42 614	43 955	45 296	46 637	47 978	49 319	50 660
	(Net pension)	37 250	38 591	39 932	41 273	42 614	43 955	45 296	46 637	47 978	49 319	50 660
	(NPC)	0	0	0	0	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Language allowance: not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.